February 12,1949

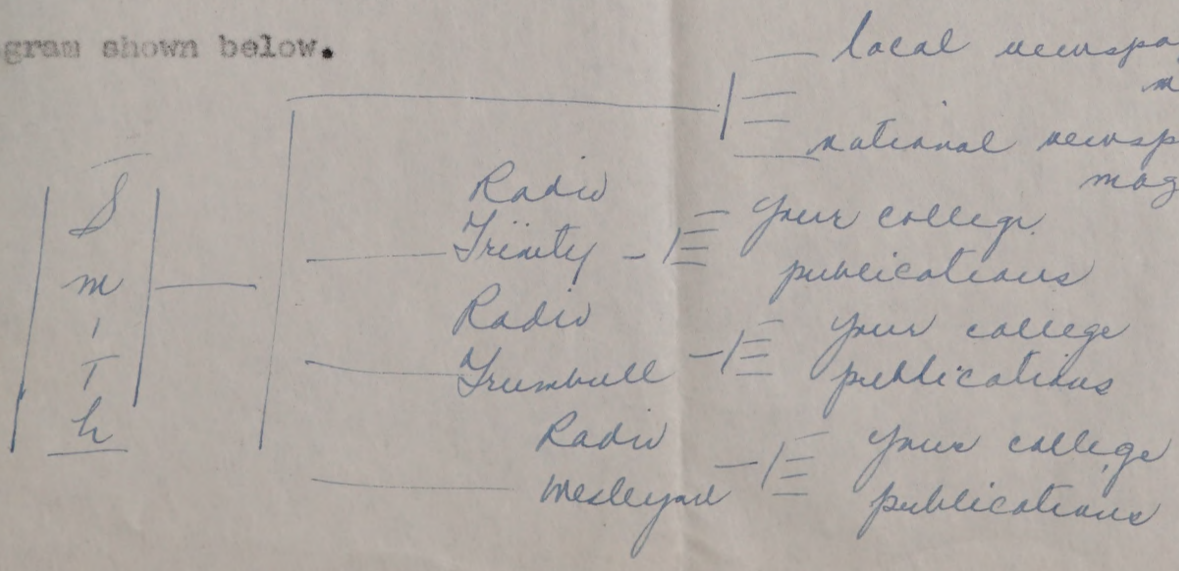
Dear ~~Dick~~ Pat,

The publicity department of CVN requests your co-operation. Before any extensive work can be done on publicity it is necessary for us to have certain information from your station.

To simplify matters this letter is divided into three sections, the first section states the organization of the CVN publicity department and carefully defines the part each member station will play. (should there be any point on which you are not absolutely clear please dispatch a letter immediately so that we may clear up the situation.) The second section deals with information that we must have in order that we may fully and adequately handle all CVN releases. (this second section should be dispatched as soon as possible so that we may get it all before the CVN release will be needed). The third section deals with the format of each program (the half-hour special program that you will do one Tuesday out of the month.

Section one:

As the CVN publicity department is set up now it will follow the diagram shown below.



c)we will send directly to all your local newspapers.

Now it't time to breathe. That's it in a nutshell. If you have a better idea send it on up we women are fallible. If you hace any magazine or newspaper hidden away that yout think would go wild over the releases of just take them send us the names and if you have an "in" send us his or her name too so that we can insure better coverage.

We're underway and they can't stop us. I would prefer you sending the material to:

Patricia Bradford Butler

Tyler House

Smith College, Northampton, Mass.

Since it takes longer to find the radio station than it does to find my house.

Thanks a lot for everything and I'll be seeing you on the 20th.

Sincerely,

DMG:PBB.

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